

ADMINISTRATIVE INSTRUCTION
NO. 40-8

14 February 1949

SUBJECT: Removal of Property From CIA Buildings

Receives: Administrative Instruction No. 40-8, dated
18 April 1948, Subject: Federal Works Agency
Property Passes.

1. A properly authorized Federal Works Agency Property Pass (Form No. FM-68) is required before public property can be withdrawn from CIA buildings.
2. The procedure outlined below will be followed with respect to withdrawals of property from CIA buildings which effect the accountability of an Accountable Officer:
 - a. One copy of Form No. FM-68 will be initiated by Property Accountable Officers for transfers of property to CIA supply warehouses or buildings. Such transfers will be consummated by means of a properly executed Property Turn-In or Transfer Slip, Form No. 36-24.
 - b. One copy of Form No. FM-68, will be initiated by designated representatives under the supervision of the Services Officer for issues of property from CIA warehouses.
 - c. One copy of Form No. FM-68 will be prepared, by the Property Accountable Officers for loan of Government property to an employee for the exercise of Government business. A Memorandum Receipt will be prepared, using Form No. 36-44, Revised, for issues of this nature. The recipient will sign Form No. 36-44 in the space provided, certifying receipt of the item received. Memorandum receipts will not be posted as a credit to the Stock Record Account but will be retained by the Property Accountable Officer pending return of the property from the recipient.
3. The following persons will be authorized to sign FWA Property Passes, after approval has been granted by the Services Officer:
 - a. Property Accountable Officers and their alternates.
 - b. Designated representatives under the supervision of the Services Officer.
4. The Chief, Inspection and Security will receive periodically from the Services Officer or his designated alternate memorandums containing signatures of persons authorized to sign property passes. It will be the responsibility of I&S to direct such memorandums to the Armed Forces.

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NO CHANGE IN CITE
document No. 10

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